

OA Student Application

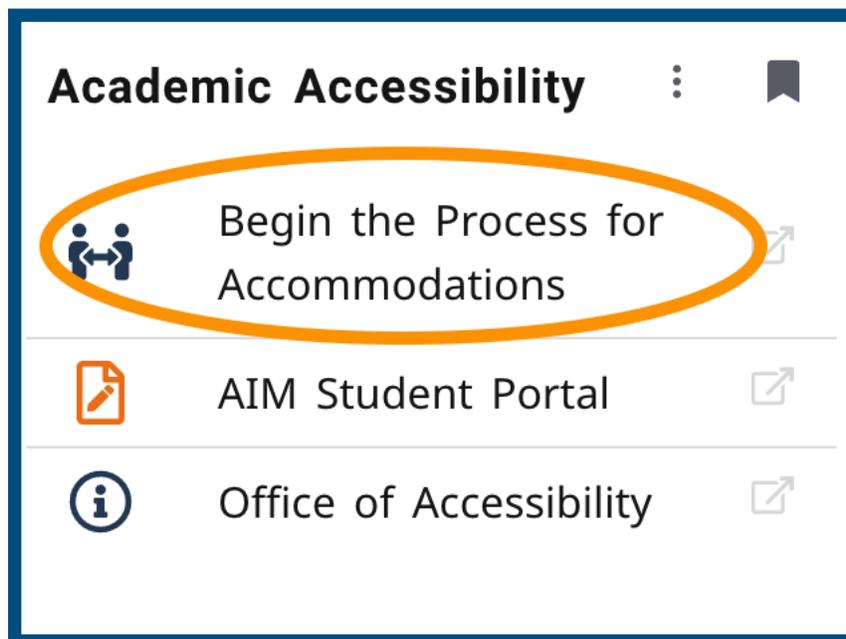
1. Log into the new [AU Access](#).

Explore the new [AUAccess!](#)

2. Click Discover More to find the Academic Accessibility tab.

Q DISCOVER MORE

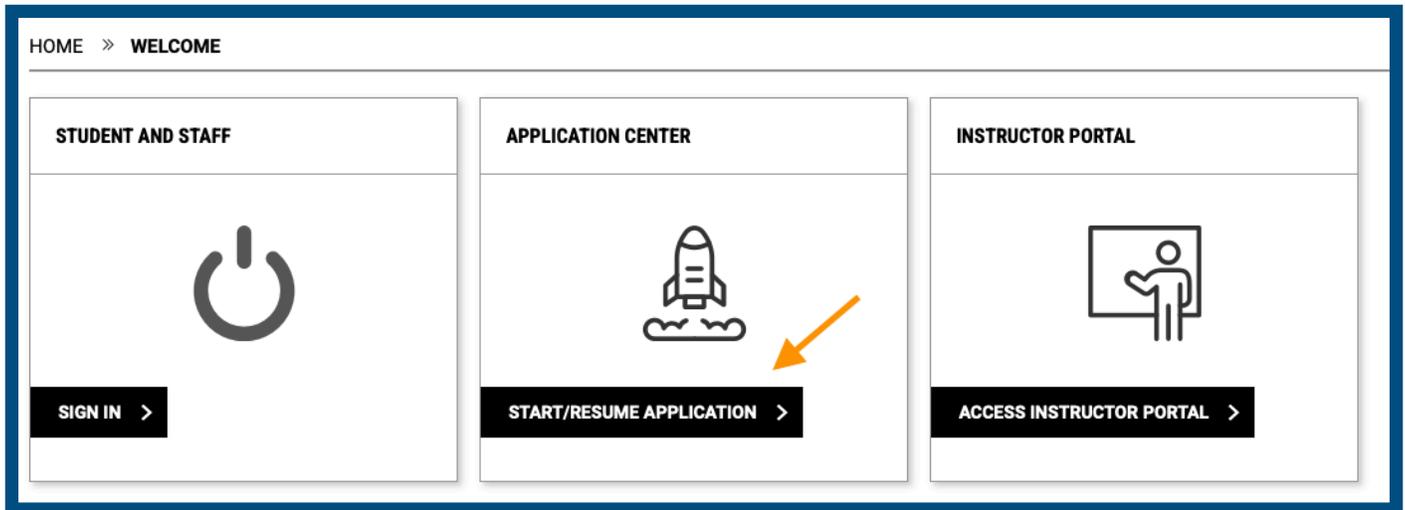
3. Click **Begin the Process for Accommodations**.



The screenshot shows a menu titled "Academic Accessibility" with three items. The first item, "Begin the Process for Accommodations", is circled in orange. It features an icon of two people with a double-headed arrow between them. The second item is "AIM Student Portal" with a document icon. The third item is "Office of Accessibility" with an information icon. Each item has a share icon to its right.

Academic Accessibility		⋮	🔖
	Begin the Process for Accommodations		
	AIM Student Portal		
	Office of Accessibility		

4. Click **START/RESUME APPLICATION** under Application Center.



5. Review the 4 Step Process under **Introduction**.

 **INTRODUCTION**

Auburn University Office of Accessibility (OA) Application

Establishing Academic Accommodations with OA takes 4 Easy Steps:

STEP 1: Complete online application.

STEP 2: Submit medical documentation for review.

STEP 3: Appointment with Accommodation Specialist.

- After a review of your application and documentation, an Accommodation Specialist will contact you via Auburn email to schedule an appointment.

STEP 4: Communicate with faculty about accommodation needs.

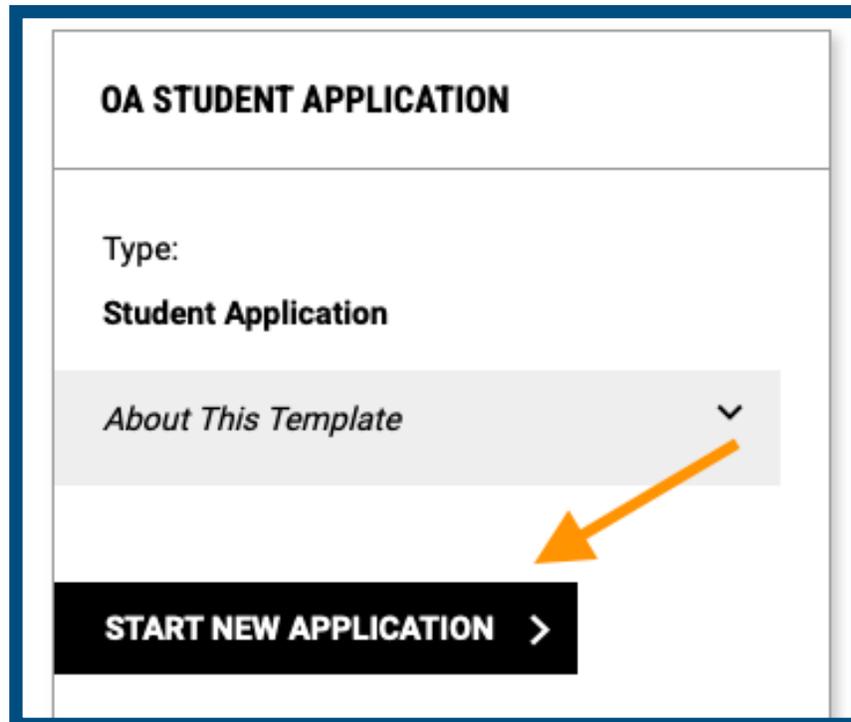
- Specific details will be provided during your appointment (Step 3).

NOTE:

- In order to complete this application, you must have your student ID number
- Be advised that this application should be completed by the student seeking services
- Should you have any questions regarding this form, please contact our office

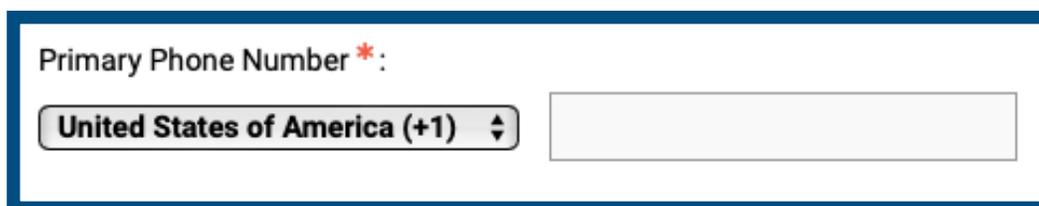
OA Contact Information
Phone: 334-844-2096
Fax: 334-844-2099
Email: accessibility@auburn.edu
Website: <https://accessibility.auburn.edu>

6. Find **OA Student Application** below Introduction and click **Start New Application**.



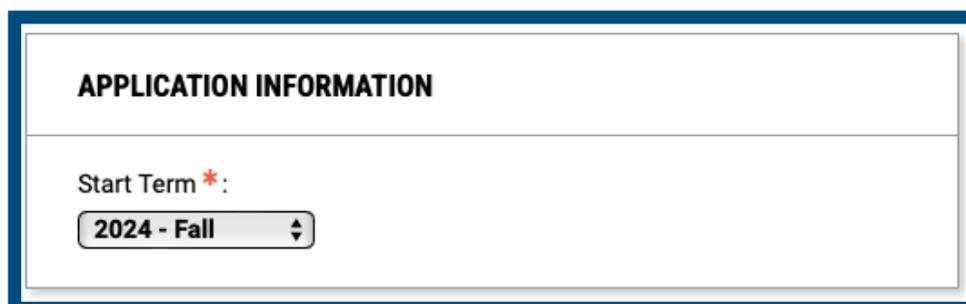
The screenshot shows a form titled "OA STUDENT APPLICATION". Below the title, there is a section labeled "Type:" with the text "Student Application". Below this, there is a grey button labeled "About This Template" with a downward arrow icon. At the bottom of the form, there is a prominent black button with white text that says "START NEW APPLICATION" followed by a right-pointing chevron. An orange arrow points from the "About This Template" button down towards the "START NEW APPLICATION" button.

7. Enter **Primary Phone Number**.



The screenshot shows a form field labeled "Primary Phone Number *:". Below the label, there is a dropdown menu showing "United States of America (+1)" with a double-headed arrow icon. To the right of the dropdown is an empty text input field.

8. Select **Start Term** in dropdown menu.



The screenshot shows a form titled "APPLICATION INFORMATION". Below the title, there is a section labeled "Start Term *:". Below this, there is a dropdown menu showing "2024 - Fall" with a double-headed arrow icon.

9. Enter **Personal Information**.

PERSONAL INFORMATION

First Name *:

Preferred Name:

Middle Name:

Last Name *:

AU Student ID *:

Hint: Enter 9 alpha numeric characters.

10. Click **Save and Complete Questionnaire** to proceed to application questions.

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "Save and Complete Questionnaire" button.

SAVE AND COMPLETE QUESTIONNAIRE > **BACK TO OVERVIEW >**

11. Scroll down and complete **List of Questions**.

LIST OF QUESTIONS

What type of services are you requesting? (Select all that apply)

- Academic Accommodations
- Parking
- Housing (Including ESA)
- Dining
- Other (**Additional Comment Required**)

Additional Comment:

What is the nature of your disability and how does it impact your life as a student?

Did you receive accommodations in high school or a previous college/university? If yes, what accommodations did you receive?

12. If you have documentation ready to upload, click **Save and Upload Documentation**. ***NOTE:** Responses to questions are saved but not submitted if you upload documentation.

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "Save and Upload Documentation" button.

SAVE AND UPLOAD DOCUMENTATION >

PROCEED TO FINAL REVIEW >

13. Review **Documentation Guidelines** if unsure of what to submit.

 **DOCUMENTATION GUIDELINES**

OA is committed to protecting the confidentiality of student records in our possession. We retain student documentation in compliance with both state and federal law, in particular with the Family Education Rights and Privacy Act (FERPA). The documentation contained within a student's file is property of OA; however a student may provide informed and written consent to release the documentation to a specified individual. Documentation is destroyed 5 years after the last semester in which the student is enrolled.

Please review our [Documentation Guidelines](#) for more information.

14. Provide a **File Title** and **Choose File** from your computer.
*Helpful Hint: for File Title, use last name and a descriptor of document. Example: "Smith Health Forms".

FILE INFORMATION

File Title *:

Select File *: 

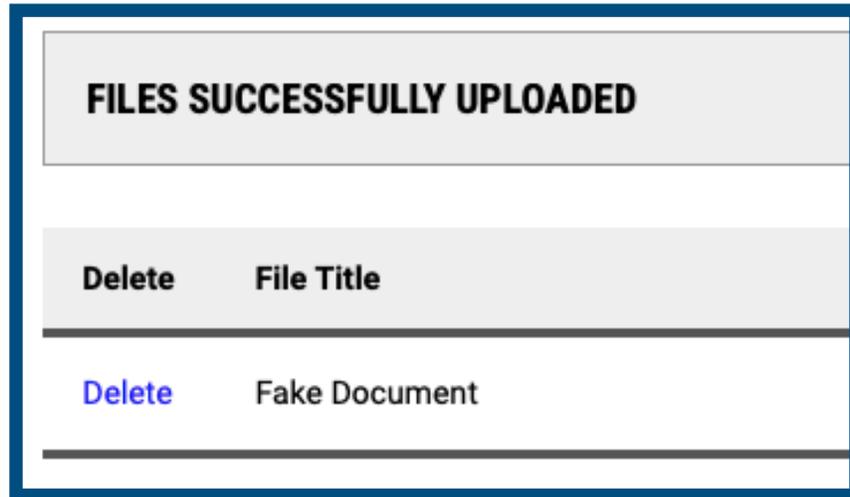
no file selected

15. Click **Upload File**. (*NOTE: If you do NOT have documentation ready to submit, click Proceed to Final Review.)

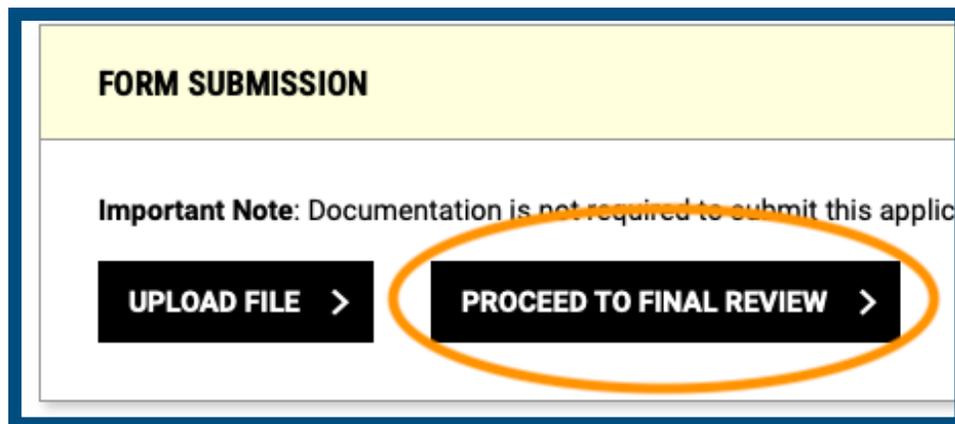
FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select "Proceed to Final Review".

16. You will see a confirmation on the next screen.



17. Scroll down to **Form Submission** and click **Proceed to Final Review** to complete your application.



18. Click **Submit Application**.

AGREEMENT STATEMENT

After clicking **Submit Application**. Your application will be reviewed by an accommodation specialist. Once the review is complete, the specialist will send an email to your AU student email about next steps.

SUBMIT APPLICATION >

- **You have now submitted an OA Student Application to the Office of Accessibility.**
- **An accommodation specialist will review your application.**
- **Once the review is complete, the specialist will send an email to your AU student email about next steps.**